

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Furlough Program and Personal Leave Program 2010/2011 - Bargaining Units 2, 6, 7, 9, 10, and 13	REFERENCE NUMBER: 2011-015
DATE ISSUED: 05/09/11	SUPERSEDES: 2011-010

This memorandum should be forwarded to:

**Personnel Officers
Employee Relations Officers**

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The State reached labor agreements with the unions representing State employees in Bargaining Units 2, 6, 7, 9, 10, and 13. The agreements provide the following information regarding the Furlough Program and Personal Leave Program 2010/2011.

FURLOUGH PROGRAM

Effective April 1, 2011, the Furlough Program that began August 2010 will end for represented employees in Bargaining Units 2, 6, 7, 9, 10, and 13.

PERSONAL LEAVE PROGRAM (PLP 2010/2011)

Effective April 1, 2011, employees will be credited with PLP 2010/2011 on the first day of each pay period for 12 consecutive pay periods in the manner outlined below:

Full-Time Employees (Bargaining Units 2, 7, 9, 10, and 13)

Full-time employees shall have a reduction in pay equal to 4.62% and eight (8) hours of leave will be credited to the employee's PLP 2010/2011 leave balance.

Full-Time Employees (Bargaining Unit 6 only)

- Full-time employees shall have a reduction in pay equal to 4.62% and eight (8) hours of leave will be credited to the employee's PLP 2010/2011 leave balance.
- Full-time employees in 7K ranges shall have a reduction in pay equal to 4.50% and eight (8) hours of leave will be credited to the employee's PLP 2010/2011 leave balance.
- Full-time employees in the Fire Captain classification, Class Code 9001, Alternate Ranges L and M (192 hour schedule), shall have a reduction in pay equal to 3.85% and eight (8) hours of leave will be credited to the employee's PLP 2010/2011 leave balance.
- Full-time employees in the Fire Captain classification, Class Code 9001, Alternate Ranges N and P (216 hour schedule), shall have a reduction in pay equal to 3.42% and eight (8) hours of leave will be credited to the employee's PLP 2010/2011 leave balance.

Part-Time Employees (Bargaining Units 2, 6, 7, 9, 10, and 13)

Part-time employees shall be subject to the same conditions as full-time employees, on a prorated basis. The pro-ration shall be determined based on the employee's time base consistent with the following chart.

<u>Time Base</u>	<u>PLP 2010/2011 Credit in Hours</u>
1/10	1
1/8	1
1/5	2
1/4	2
3/10	3
3/8	3
2/5	4
1/2	4
3/5	5
5/8	5
7/10	6
3/4	6
4/5	7
7/8	7
9/10	8

Intermittent Employees (Bargaining Units 2, 6, 7, 9, 10, and 13)

Intermittent employees PLP 2010/2011 credit shall be prorated based upon the number of hours worked in the monthly pay period as stated in the chart below.

<u>Hours Worked During Pay Period</u>	<u>PLP 2010/2011 Credit in Hours</u>
0 to 10.9	0
11 to 30.9	1
31 to 50.9	2
51 to 70.9	3
71 to 90.9	4
91 to 110.9	5
111 to 130.9	6
131 to 150.9	7
151 or over	8

ADDITIONAL PLP INFORMATION

- PLP 2010/2011 shall have no cash value and may not be cashed out. Departments must continue to monitor and ensure that all accrued PLP 2010/2011 hours are exhausted prior to termination, separation from State service (such as retirement), or instances such as rejection on probation or dismissal. On rare occasions, when an employee separates from State service and has accumulated unused PLP 2010/2011 hours which cannot be used prior to the separation (e.g., death or AWOL), PLP 2010/2011 hours must be paid at the time of the employee's separation.
- PLP 2010/2011 credits shall be requested and used by the employee in the same manner as vacation/annual leave and in accordance with departmental policies.
- Employees newly hired on or after April 1, 2011 while the PLP 2010/2011 is in effect will be subject to this program for its duration.
- Employees on NDI, ENDI, IDL, EIDL, or Worker's Compensation for the entire monthly pay period are excluded from the PLP 2011 Program for that pay period. Employees off for a partial month shall receive PLP 2010/2011 credits based on the intermittent chart above.
- Employees who work less than their time base (e.g., dock, appointed or separated other than the first day of a pay period), shall have their PLP 2010/2011 hours applied on a prorated basis. To determine the prorated credit for a full-time or part-time employee, convert the employee's time worked in the pay period to hours and credit the employee with PLP 2010/2011 hours based on the intermittent chart above.

- Participation in the PLP 2010/2011 will be based on the classification an employee moves to when transferring between classifications/BUs that have different PLP ending dates. An employee shall have no more than 12 months of PLP 2010/2011 participation.

Example: If an employee in a Bargaining Unit 7 represented classification transfers to an R12 classification on May 1, 2011, the employee shall continue to participate in the PLP 2010/2011 until September 1, 2011.

- During the PLP 2010/2011 period, the State shall not implement a new furlough program.
- Seasonal and temporary employees are not subject to the PLP 2010/2011.
- Employees in Bargaining Units 2, 10, and 13 at State Compensation Insurance Fund are not in the PLP 2010/2011.
- Effective July 1, 2011, Bargaining Unit 10 employees may choose to accelerate the salary reduction of the nine remaining PLP 2010/2011 days. For example, an employee may choose a 9.23% pay reduction for two PLP 2010/2011 days per month or a 13.85% pay reduction for three PLP 2010/2011 days per month. If chosen, this alternative accelerated PLP 2010/2011 plan must be conducted within consecutive months and the PLP 2010/2011 days will not exceed the total of 12 days.
- For employees in Bargaining Unit 2, departments shall ensure that PLP 2010/2011 time is scheduled and taken prior to June 30, 2016.
- For employees in Bargaining Units 6, 7, 9, and 10, PLP 2010/2011 has no expiration date. Departments shall ensure that PLP 2010/2011 time is scheduled and taken prior to separation.
- For employees in Bargaining Unit 13, departments shall ensure that PLP 2010/2011 time is scheduled and taken prior to July 1, 2014.
- To allow more flexibility on the usage of PLP and Furlough, employees may use PLP or Furlough credits before any other leave type. However, this does not mean that they must use PLP within the pay period it is earned. Keep in mind that PLP credits must be used prior to its expiration date as shown above and Furlough credits must be used before separation from State service.

Personnel staff with questions may contact the Personnel Services Branch at the phone number or email address listed above.

/s/Julie Chapman

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